




# Dynamic Score Reporting Site User Guide

A guide for accessing and  
navigating score reports for:

- M-STEP
- PSAT 8/9 for Grade 8  
PSAT 8/9 for Grade 9  
PSAT 10
- SAT with Essay
- MI-Access
- Early Literacy and Mathematics  
Benchmark Assessments

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## Introduction

This document is a guide for navigating Michigan's Dynamic Score Reporting Site (DSRS). The DSRS will provide Michigan score reports for the M-STEP, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, SAT with Essay, MI-Access, and Early Literacy and Mathematics Benchmark Assessments administrations.

Student-level data are data from one student's performance. It provides the educator with a snapshot of information about how one student performed, at one point in time, relative to Michigan's content standards.

Aggregate data measures groups of students' performance relative to Michigan's standards at one point in time. These data can be used to look at program effectiveness, to determine how a building's program is serving students in different demographic groups, or to gauge how a program serves students in one grade level over time. Aggregate data can also be used to compare program effectiveness in one school with another in the district, with the district as a whole, or in comparison with statewide results.

## Family Educational Rights and Privacy Act (FERPA)

Reports that provide student level data include federally protected student data. Some aggregate reports may contain score data representing small numbers of students. The Office of Educational Assessment and Accountability (OEAA) does not suppress or mask data on aggregate reports; therefore, data representing small numbers of students is also considered federally protected student data. It is imperative that report users understand the sensitive and confidential nature of the data presented on assessment reports and comply with all [Family Educational Rights and Privacy Act](https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html) (<https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>) regulations.

## What's New in the Dynamic Score Reporting Site for 2023?

New in 2023, the Students per Page menu on certain student level reports such as the Individual Student Reports (ISR) and Parent Reports has been updated and the options for 500 and 1000 have been removed (Figure 1).

In addition, when selecting the PDF download option, the generated document will now be based on all students according to the user-selected filters and not just the selected student's per page. Note: The Large File Request tool will be invoked when 100 or more students are requested via PDF download on the ISR, Student Overview, and Parent Reports.

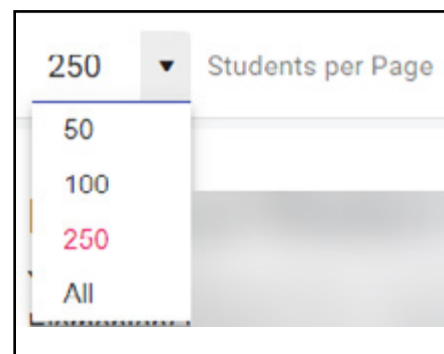


Figure 1: Students per Page Menu

## Embargo Period

Results from the spring summative assessments are embargoed until MDE publicly releases the results. The public release happens in late summer, typically before Labor Day. Prior to the public release, individual student results may be shared with parents, but it is not permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo has been lifted by the Michigan Department of Education. School board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not allowed until the embargo is lifted. A message to this effect will appear on the DSRS welcome page.

## 48-Hour Reports

**Preliminary Student Roster Reports** are available within 48 hours of test submission for students taking the M-STEP and MI-Access assessments online. These reports provide a preliminary view of student performance on the M-STEP and MI-Access assessments. Detailed information about these reports is found in the About This Report documents associated with the reports on the Dynamic Score Reporting Site. The Preliminary Student Roster reports are inactivated once final reports are made available, typically in August. Results reported on the Preliminary Student Roster reports are embargoed.

**Early Literacy and Mathematics Benchmark student-level reports** are also available within 48 hours of test submission. For more information about the Early Literacy and Mathematics Benchmark Assessment's reports, see the [Interpretive Guide to Early Literacy and Mathematics Reports](#), which is available on the [Early Literacy and Mathematics Benchmark Assessment's web page](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)) and under the Help icon ( ? ) in the Dynamic Score Reporting Site.

## Accessing the Dynamic Score Reporting Site

The DSRS is accessed through the Office of Educational Assessment and Accountability (OEAA) Secure Site using your Michigan Education Information System (MEIS) login. Supported browsers for the DSRS are Chrome, Firefox, and Microsoft Edge for PC.

Reports are available through the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) under the Reports tab. Secure Site access is only available to district and school employees with authorized user roles and permissions granted by their district. You must have a Michigan Education Information System (MEIS) login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) and select **How do I get access to the Secure Site?**

**STEP 1:** Log in to the Secure Site using your MEIS login. Choose the appropriate profile that allows access to the desired school or district assessment data from the required field in the **Choose the profile to be used** dropdown (Figure 2). Once the profile is selected, select the OK button.

**Note:** If a user does not have access to multiple profiles, this option will not be provided.

These users will go directly to Step 2.

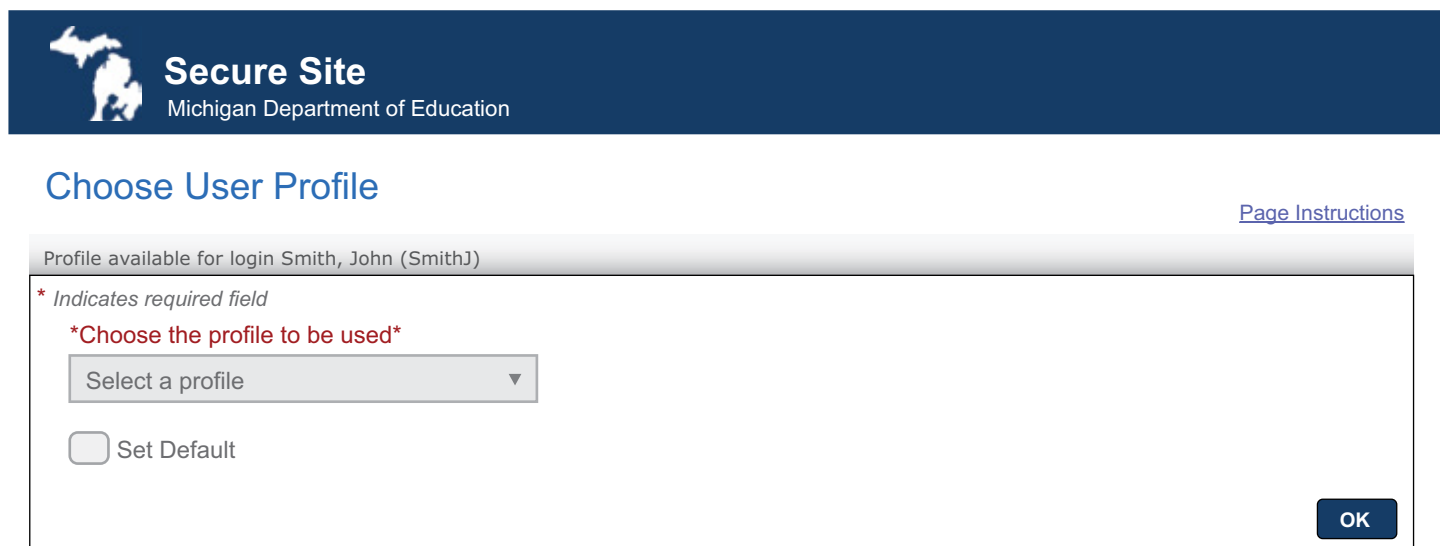


Figure 2: Choose User Profile screen

**STEP 2:** Choose **Reports** in the menu bar and select **Dynamic Score Reports** (Figure 3).

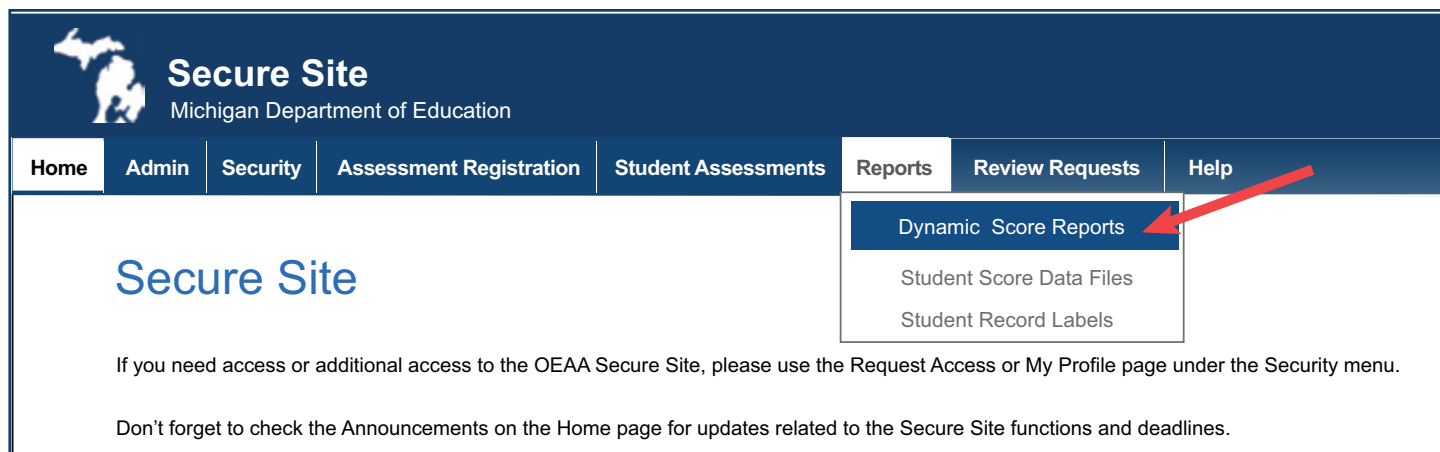


Figure 3: Choose Dynamic Score Reports

**STEP 3:** On the Search Criteria page section, select the appropriate test cycle (i.e., Spring 20XX M-STEP, Spring 20XX MI-Access, etc.) from the required Test Cycle drop-down menu (Figure 4).

Secure Site  
Michigan Department of Education

Home | Security | Assessment Registration | Student Assessments | Reports | Accountability

## Dynamic Score Reports

[Page Instructions](#)

Search Criteria

\* Indicates required field

\*Test Cycle

Select a Test Cycle

Fall 20XX Early Literacy

Winter 20XX Early Literacy

Spring 20XX Early Literacy

Spring 20XX SAT

Spring 20XX PSAT 8

\*ISD

Select an ISD

District

Select a District

School

Select a School

Search Reset

Figure 4: Select Test Cycle

**STEP 4:** If not pre-populated, select the appropriate Intermediate School District (ISD) in the required ISD drop-down menu (Figure 5). Select **Search**.

Secure Site  
Michigan Department of Education

Home | Security | Assessment Registration | Student Assessments | Reports | Accountability

## Dynamic Score Reports

[Page Instructions](#)

Search Criteria

\* Indicates required field

\*Test Cycle

Spring 20XX M-STEP

\*ISD

Select an ISD

Demo ISD (00000)

Demo ISD (00000)

District

Select a District


School

Select a School

Search Reset

Figure 5: Select an ISD

Selecting the Search Criteria of **District** and **School** is optional (Figure 6). If you have access to more than one district within the ISD selected and search without selecting a specific district, all districts that you have access to will be returned in the search results. If you only have access to one district within the ISD selected, that district will be pre-populated. Similarly, if you have access to more than one school within the ISD and district selected, all schools that you have access to will be returned in the search results unless a specific school is selected in the search criteria. If you only have access to one school, that school will be pre-populated. When all selections have been made, select **Search**.



# Secure Site

Michigan Department of Education

[Home](#)[Security](#)[Assessment Registration](#)[Student Assessments](#)[Reports](#)[Accountability](#)

## Dynamic Score Reports

If you have trouble viewing the updated data on the Preliminary Reports, try to clear your web browser cache.

[Page Instructions](#)

Search Criteria

\* Indicates required field

\*Test Cycle

Spring 20XX M-STEP

\*ISD

Demo ISD (00000) ▼

District

Select A District ▼

Demo Public Schools Community District (00000)

Demo Public Schools Community District (00000)

School

Select a School ▼

Search

Reset

### Figure 6: Select a District



Secure Site  
Michigan Department of Education

Home | Security | Assessment Registration | Student Assessments | Reports | Accountability | Help

Home > Dynamic Score Reports

My Profile Name: Demo Public Schools District - District; My Email: sampleperson@sample.com; My Phone Number: 000-000-0000

### Dynamic Score Reports

**Search Criteria**

\*Indicates required field  
 \*Test Cycle: Spring 2021 M-STEP  
 \*ISD: Demo ISD  
 District: Demo School District (00000)  
 School: Demo School (00000)

Search Reset

**Search Results**

Page size: 150

SELECT	DATA AVAILABLE	REPORT LEVEL	DISTRICT	SCHOOL	SCORES LAST MODIFIED DATE
<input type="checkbox"/>	Yes	District	Demo Public Schools Community District (00000)	--All Schools--	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00000)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00001)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00002)	07/07/2021 02:30 PM
<input type="checkbox"/>	No	School	Demo Public Schools Community District (00000)	Demo Elementary School (00003)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00004)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00005)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00006)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00007)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00008)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00009)	07/07/2021 02:30 PM

Page size: 150

112 items in 1 pages

Clear Filters and Sorts Open Report

Figure 7: Search Results Grid

After you select the test cycle, ISD, district and/or school, a Search Results grid (Figure 7) will display all the options available within the searched criteria. If you have district-level access, you will have access to both district- and school-level score data in the DSRS. If you do not have district-level access, only school records will be returned. You will be able to see:

- A** which schools or districts have score data in the **Data Available** column
- B** the report level (school or district) in the **Report Level** column
- C** the district name in the **District** column
- D** the school name (or **All Schools** for district-level records) in the **School** column
- E** the date on which scores were last modified in the Scores Last **Modified Date** column

All columns are filterable and sortable.

**STEP 5:** To access the report for a specific school or district, select **F** the check box in the far-left column of the record, and then **G**, the **Open Report** button in the bottom right corner of the Search Results grid. Only one record can be selected at a time (Figure 7).

**STEP 6:** While the system is retrieving data, a message letting you know that you are connecting to the DSRS will appear (Figure 8).

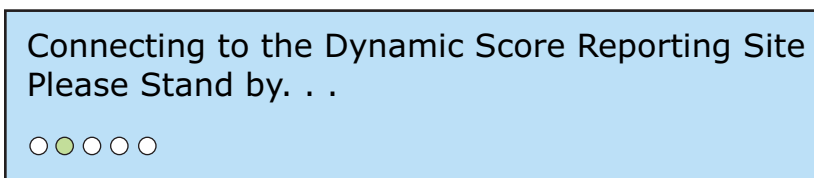


Figure 8: Connecting message

## Minimum Browser Requirements and Settings

**IMPORTANT:** Be sure that your browser's pop-up blocker is set to allow the Dynamic Score Reports to be viewed. If your browser is configured to block all pop-ups, you will not be able to access the DSRS until your browser's pop-up blocker is disabled. If you need further assistance with pop-up blockers, contact your district's network administrator to configure your browser settings to allow access to the DSRS.

### Minimum Browser Requirements:

To ensure the best possible experience while accessing and navigating the DSRS, MDE recommends using the most recent versions of the following browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

MDE recommends using the most current production release of each browser.

MDE will provide best effort support for browser versions older than two versions prior to the most recent version.

The version of the browser in use can be found by looking in the Help menu and choosing About.

### Downloading and Printing from Google Chrome

PDFs generated in the DSRS can now be printed from any browser, including Chrome. However, if the "Download" option (Figure 9) does not work in Google Chrome, you can use the Save as PDF (Figure 10) function and save the downloaded reports to a secure location.



Figure 9: Download and Save to PDF

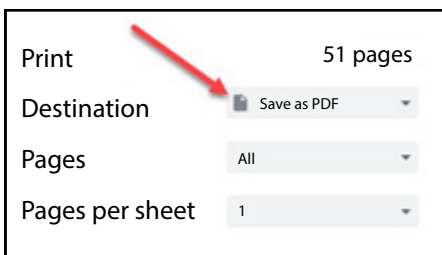


Figure 10: Save to PDF

Once you have accessed the DSRS through the Secure Site, you will first come to the Authorization Page (Figure 11). Once you have read the text and accept the terms of the disclaimer, select Continue to enter the site.

**Notice: Authorized Use Only**

Important Family Educational Rights and Privacy Act (FERPA) reminder: Many reports available through the Michigan Dynamic Score Reporting Site contain protected student data. It is imperative that all users understand the sensitive and confidential nature of the data available on these reports and ensure compliance with all Family Educational Rights and Privacy Act (FERPA) regulations: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

I accept the terms of the disclaimer

Close this browser window if you DO NOT agree with the terms.

Figure 11: Authorization Page

You will then see the Welcome page (Figure 12), which provides detailed directions for accessing the reports available, based on your user role.

## Welcome to Michigan's Dynamic Score Reporting Site

To access your reports, verify the assessment (M-STEP, MI-Access, PSAT-related assessments, SAT with Essay, or Early Literacy). The Dynamic Score Reporting Site will default to the assessment based on your test cycle selection in the OEAA Secure Site. For MI-Access results you will also need to select the Test Type (Functional Independence, Supported Independence, Participation).

Once you have verified or selected the assessment, then:

1. Select a **Level**. Options may include State, District, School or Student. Student level reports are available before aggregate level reports.
2. Select a **Report**.
3. School may need to be selected.
4. Select the **Next** button.
5. Select the desired filters.
6. Select the **VIEW REPORT** button to generate and open the requested report. (Note: your filter selections will remain in place until you select different filter options.)

Figure 12: The DSRS Welcome Screen

# The Report Navigation Menu

The Report Navigation Menu allows you to choose the assessment report and filter it according to several options, which vary based on the report selected.

## Report Navigation Menu Header

The **Report Navigation Menu Header** at the top of the report screen (Figure 13) displays the selected assessment and entity information, such as **Year, Assessment, ISD, District, and School**, as well as the selected filters in the Report Navigation Menu. Selecting the caret to the right of the search criteria expands the menu for viewing and selecting again hides the menu. For a complete list of the available reports for the assessment selected, see the assessment-specific Interpretive Guide to Reports available on each assessment’s respective web page.

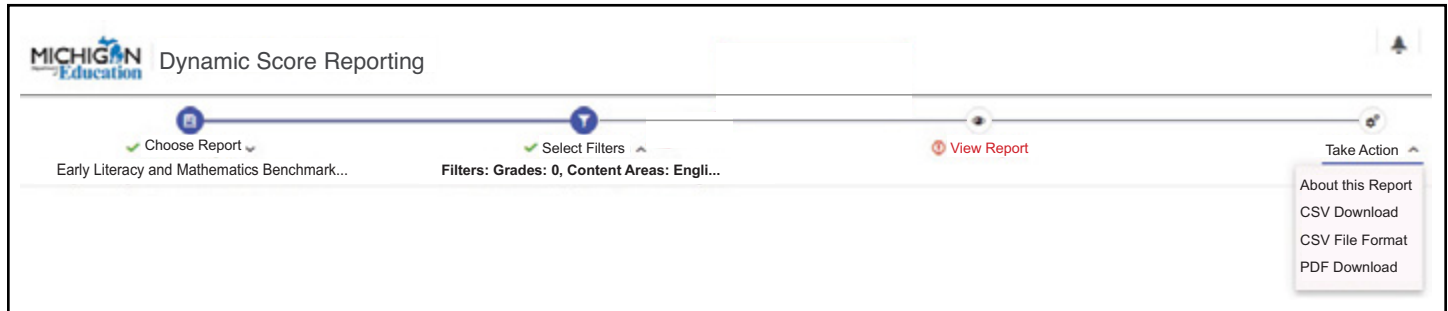


Figure 13: Report Navigation Menu search progress bar

## Choose Report

To access your reports, verify the assessment (M-STEP, MI-Access, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, SAT, or Early Literacy). The DSRS will default to the assessment based on your test cycle selection in the OEAA Secure Site. For MI-Access results you will also need to select the Test Type: (Functional Independence, Supported Independence, or Participation). Then, select the level, which may include State, District, School, or Student, again depending on your user role, and the available reports (Figure 14). Student level reports are available before the aggregate level reports. Next, select a Report.

**Note: The Preliminary Student Roster Report option will not be available once final reports are released.**

Depending on your user role (District or School user) and your selections in the Secure Site, you may be able to choose a school (Figure 15) within a district. The District and ISD are carried over from the Secure Site. School users will only see their school name. Select NEXT to continue (Figure 16).

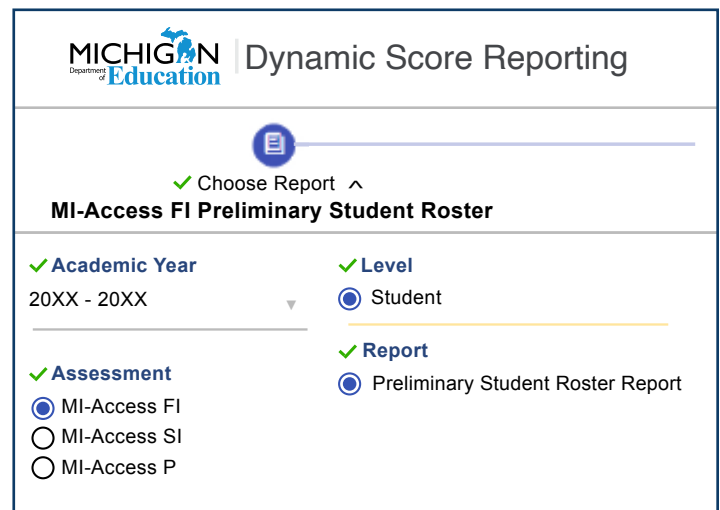


Figure 14: Choose Level and Report

**MICHIGAN** Department of Education **Dynamic Score Reporting**

Choose Report Select Filters View Report Take Action

**Early Literacy and Mathematics Benchmark**

✓ **Academic Year**  
20XX - 20XX

✓ **Assessment**  
Early Literacy and Mathematics Benchmark - Winter

✓ **Level**  
☐ State  
☐ District  
☐ School  
☒ Student

✓ **Report**  
☐ Domain Analysis Report  
☐ Individual Student Report  
☒ Student Roster Report  
☐ Student Trend Report

✓ **ISD**  
Sample ISD

✓ **District**  
Sample Public School District

ⓘ **School**  
Select a School

- Sample School A
- Sample School B
- Sample School C
- Sample School D
- Sample School E
- Sample School F

WELCOME TO MICHIGAN'S DYNAMIC SCORE REPORTING SITE

To access your reports, verify the assessment (M-STEP, MI-Access) and the reporting site. The Dynamic Score Reporting Site will default to the assessment based on your test code.

The Dynamic Score Reporting Site. For MI-Access results, click here.

Figure 15: User may need to select school.

**MICHIGAN** Department of Education **Dynamic Score Reporting**

Choose Report Select Filters View Report

**Early Literacy and Mathematics Benchmark** Filters: Grades: 0, Content Areas: English

✓ **Academic Year**  
20xx - 20XX

✓ **Assessment**  
Early Literacy and Mathematics Benchmark - Winter

✓ **Level**  
☐ State  
☐ District  
☐ School  
☒ Student

✓ **Report**  
☐ Domain Analysis Report  
☐ Individual Student Report  
☒ Student Roster Report  
☐ Student Trend Report

✓ **ISD**  
Sample ISD

✓ **District**  
Sample Public School District

✓ **School**  
Sample Public School

**NEXT >>**

Figure 16: Select NEXT to continue Filter Options

## Filter Options

MICHIGAN  
Department of Education

Dynamic Score Reporting

A

Grades:

☐ All  
☒ 3  
☐ 4  
☐ 5  
☐ 6  
☐ 7  
☐ 8

B

Choose Report

I-STEP Student Answer Report, District

C

Content Areas:

☐ All  
☒ English Language Arts  
☐ Mathematics  
☐ Science  
☐ Social Studies

D

Select Filters

Filters: Grades: 3, Content Areas: Engl...

E

Students:

Type here to filter

F

Reporting Codes:

Type here to filter

G

Performance Levels:

☒ All  
☒ Advanced  
☒ Proficient  
☒ Partially Proficient  
☒ Not Proficient

H

Homeschooled:

☐ All  
☐ Yes  
☒ No

I

View Report

J

Take Action

K

Economically Disadvantaged:

☒ All  
☐ Yes  
☐ No

L

English Learner:

☒ All  
☐ Yes  
☐ No

M

Ethnicity:

☒ All  
☒ American Indian or Alaska Native  
☒ Asian  
☒ Black or African American  
☒ Hispanic or Latino  
☒ Native Hawaiian or Other Pacific Islander  
☒ Two or More Races  
☒ White

N

Former English Learner:

☒ All  
☐ Yes  
☐ No

O

Foster Care:

☒ All  
☐ Yes  
☐ No

P

Gender:

☒ All  
☐ Female  
☐ Male

Q

Homeless:

☒ All  
☐ Yes  
☐ No

R

Migrant:

☒ All  
☐ Yes  
☐ No

S

Military Connected:

☒ All  
☐ Yes  
☐ No

T

Students with Disabilities:

☒ All  
☐ Yes  
☐ No

U

BACK

V

RESET ALL

W

VIEW REPORT

Figure 17: Filter options

Based on the assessment and report selected, you may choose the available filter options (Figure 17).

**A Grades:**

The Grades filter defaults to the lowest grade assessed by the chosen assessment and served in the selected school. Multiple grades can be selected. Select the grade(s) of the report to be generated. You can select all grades on all reports by selecting All.

**B** Content area:

The Content Area filter defaults to the first content area on the list. Select the content area(s) for the report to be generated. To select all content areas, select the box next to All.

**C Students:**

On some reports, you may select the students whose reports are to be generated. The Students filter ([Figure 18](#)) defaults to listing students alphabetically by last name regardless of grade, based on all other current filter selections. The **All** students selection is checked by default. This filter also contains a predictive search function that will populate the list of students when you begin typing in the search field below **Students**. The search field accepts some special characters, such as hyphens, apostrophes, periods, etc., when searching for a student name. The search will retrieve only the student names containing the entered characters.

Students:

Type here to filter

☒ All

☐ SAMPLE, STUDENT A

☐ SAMPLE, STUDENT B

☐ SAMPLE, STUDENT C

☐ SAMPLE, STUDENT D

☐ SAMPLE, STUDENT E

☐ SAMPLE, STUDENT F

Figure 18: Select Students

## D Reporting Codes:

In some reports, if reporting codes were previously specified by your school, you may generate reports grouped by Reporting Codes (Figure 19). Like the Student Search field, the codes are displayed in alphanumeric order. This filter also has a predictive search function; you can narrow the results by typing in the search field below Reporting Codes.

## E Performance Levels:

You can choose the desired performance level which is dependent on the chosen assessment's reported performance levels. All performance levels are selected by default.

## F Homeschooled:

On some individual level reports, you may be able to choose students who are homeschooled. The Homeschooled filter defaults to No.

## G Additional filters:

Filter options vary by report and assessment, and, in addition to the filters above, may include the following:

- Designated Supports
- Economically Disadvantaged
- English Learner
- Ethnicity
- Former English Learner
- Foster Care
- Gender
- Homeless
- Migrant
- Military Connected
- Students with Disabilities
- Tested in Enrolled Grade

## Back/Reset All/View Report

After choosing all desired filters, the View Report icon at the top of the page will turn red (Figure 20).

H To view a report, either select this icon or select the View Report button (Figure 21) at the bottom of the page, and the filtered results will be displayed in the Report Body section.

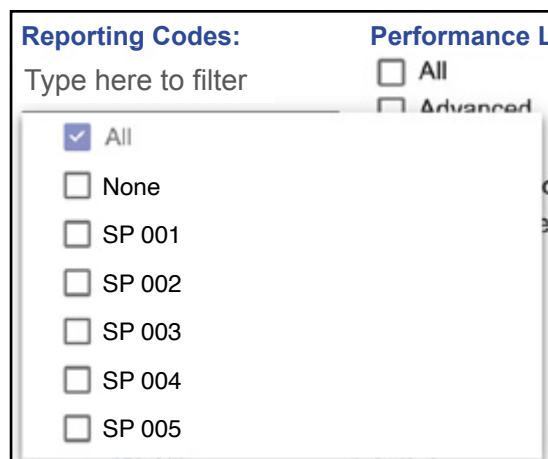


Figure 19: Reporting Codes

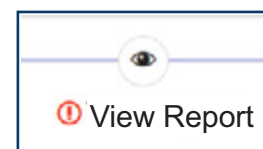



Figure 20: View Report icon



Figure 21: View Report button

The **Back/Reset/View Report** options allow you to go back to the previous menu to select a different report, to reset all filter options, or to refresh the report after filters have been changed.

If any search criteria are changed in the filters, you must select the View Report button to refresh the results. Hovering over the red  icon displays a tool tip (Figure 22).

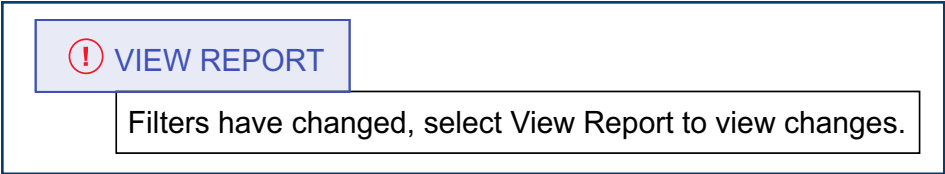


Figure 22: View Report button

## Take Action Menu

The Take Action Menu provides additional information about the report, generates PDF files from the reports that may be printed and saved, and in some reports, exports Comma Delimited Files (CSV) that may be opened in Microsoft Excel or any other spreadsheet application. Selectable actions will vary by report. The Take Action menu is active before a report is generated. All actions are fully functional. PDF Download or CSV Download (including the Large PDF Download function) results will be generated according to the selected filters in the Report Navigation Menu.

## About this Report

This action will open a new browser tab containing a document called **About This Report** (Figure 23). This explains in detail the purpose and content of the report and offers guidance on how to understand the information and data presented in the report. Each report will have its own **About This Report** document.

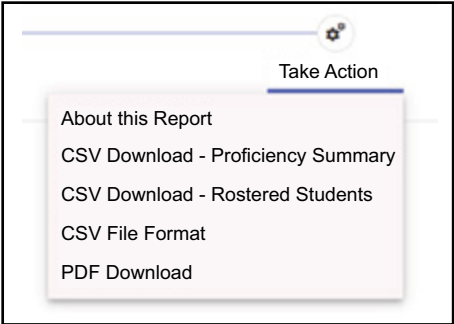


Figure 23: About This Report in the Take Action Menu – Student Roster Report

## Print Options

All reports provide the option of downloading, printing, and saving a PDF version of the report. Many of the student level reports have the Large PDF Download Request function (see next section).

- **To view a PDF** of the selected reports, select PDF Download (Figure 24) in the Take Action drop-down menu. If PDF Download is selected prior to viewing a report, the resulting PDF will be generated according to the selected filters in the Report Navigation Menu. Reports can be printed and/or downloaded and saved to your computer.

**Note:** It might take a few seconds to generate a PDF using this PDF Download function, depending on the number of pages being produced.

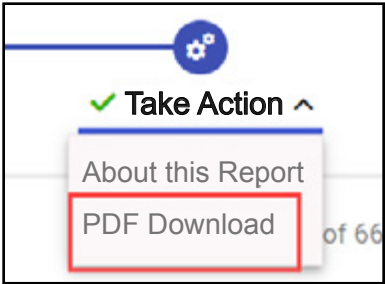


Figure 24: Download in the Take Action Menu – Individual Student Report



## Large PDF Download Functionality

To download large quantities of PDFs (100 reports or more) in the DSRS, follow these instructions.

1. Select the number of reports desired (100 and over) in the **Students per Page** drop down menu. To print all student reports based on the selected filters, select **ALL** (Figure 25).
2. As you normally would, select the **PDF Download** (Figure 26) option in the **Take Action** menu.

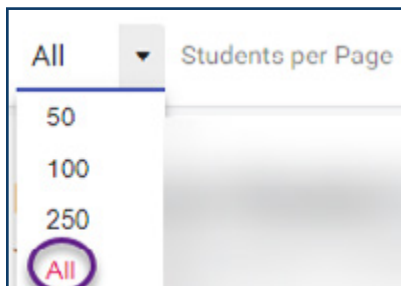


Figure 25: Number of Students Per Page

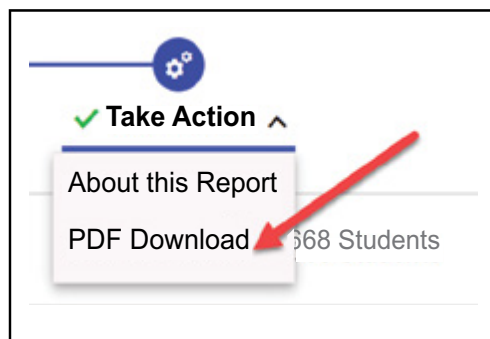


Figure 26: Download in the Take Action Menu – Take Action Menu

3. To begin generating the report, you will see a pop-up window (Figure 27) requesting your email address.

### Large PDF Download Request

PDF requests that generate large reports are submitted to a PDF queue for processing. When your request has been completed, you will receive an email notification to the email address provided below.

To access your reports, login to the OEAA Secure Site, navigate to the Dynamic Score Reporting Site (DSRS) again, and you can download your files(s).

If you are navigating in the DSRS when your reports become available, a pop-up screen will appear letting you know your report is ready.

Files are available for seven days from the time of request via the Alerts icon  at the top right corner of the page. Select the desired file(s) from the table provided.

**To receive notification of PDF file generation, provide your school or district email address.**

Email:

Confirm Email:

Figure 27: Queue PDF Download – Requesting Your Email

4. When the **PDF Download** of the reports is ready, you will see a notification in the **Alerts** (Figure 28) icon at the top right of the screen. The Alerts pop-up (see Figure 29) will allow you to download, save, and print the PDFs if you are in the system. If you are logged out and log back in, the Alerts pop-up will appear as soon as you confirm the disclaimer. You will also receive an email alert. Click on the blue Alert Indicator to see the Alert.

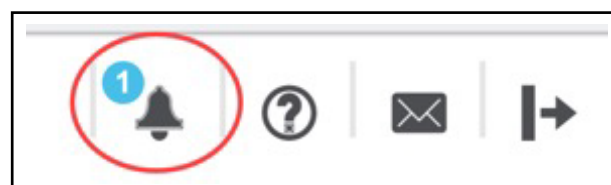


Figure 28: Alert notification – Reports are ready

5. The **Alerts** list (Figure 29) will show all the available downloads that are available, along with the date requested and date that the downloaded reports will expire, which is **7 days** from the date requested.

### Alerts

The files you requested are now ready for download

Report Name	Request Date	Expiration Date	Report Status		
Individual Student Report	3/4/20XX 11:09:46 AM	3/11/20XX 11:09:46 AM	Created		
Individual Student Report	3/4/20XX 11:09:16 AM	3/11/20XX 11:09:16 AM	Created		

Figure 29: Alert notification – Shows available downloads

To view the reports, select the **PDF** icon. To delete, select the **Trash** icon (Figure 30).

The files you requested are now ready for download

Report Name	Request Date	Expiration Date	Report Status		
Individual Student Report	8/2/20XX 12:02:57 PM	8/16/20XX 12:02:57 PM	Created		

Select to Generate PDF

Select to Delete

Figure 30: PDF Selections are Ready for download – Select icon to Generate PDF

Chrome Users: If the PDFs of the reports fails to download, see Figure 9 and Figure 10 in the **Minimum Browser Requirements and Settings** section of this guide.

## CSV Download Options

- **CSV File Format:** identifies the fields and their format in the downloadable CSV file containing student data.
- **CSV Download:** The CSV Download (Figure 31) allows you to download a Comma Delimited File (CSV) that contains all of the data displayed in the generated report, which can be opened in Microsoft Excel or any other spreadsheet application. The CSV Download options will vary according to the report selected.

### Take Action

- About this Report
- CSV Download
- CSV File Format
- PDF Download

Figure 31: Take Action Menu: CSV Download options

## Large File CSV Download

To download CSV files that contain 2000 lines of data or more in the Dynamic Score Reporting Site, follow these instructions:

1. The Large File CSV Download process will be triggered when a file containing 2000 lines of data or more is downloaded from the Take Action menu (Figure 32). This function is triggered when schools and/or districts with a large number of students download a CSV file of the following reports:

- a. Student Roster Report
- b. Preliminary Student Roster Report

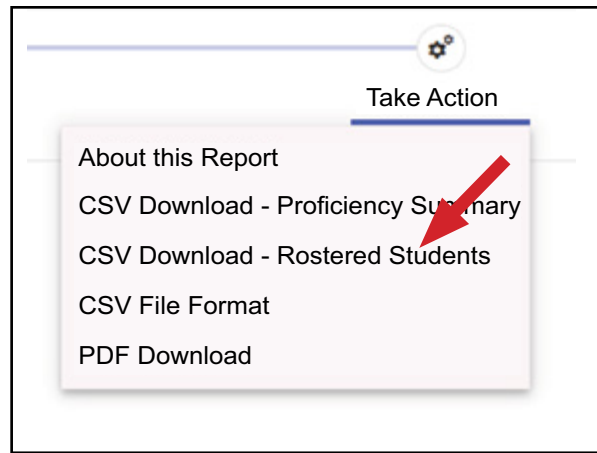


Figure 32: Large File CSV Download Take Action Menu


2. When downloading a CSV file containing 2000 lines of data or more, you will see this dialog box (Figure 33):

### Large PDF Download Request

PDF requests that generate large reports are submitted to a PDF queue for processing. When your request has been completed, you will receive an email notification to the email address provided below.

To access your reports, login to the OEAA Secure Site, navigate to the Dynamic Score Reporting Site (DSRS) again, and you can download your files(s).

If you are navigating in the DSRS when your reports become available, a pop-up screen will appear letting you know your report is ready.

Files are available for seven days from the time of request via the Alerts icon  at the top right corner of the page. Select the desired files(s) from the table provided.

**To receive notification of PDF file generation, provide your school or district email address.**

**Email:**

**Confirm Email:**

**QUEUE REPORT**

**CLOSE**

Figure 33: Large File Download Request

To run the report, input your email address and confirm it by typing it twice, and then click **Queue Report**.

3. When the CSV report is ready, you will receive an email. You will also receive an alert when it is ready for viewing (Figure 34). The report may take up to 24 hours to generate and will be accessible for seven days.



Figure 34: CSV Report is Ready Alert

## Other Functions and Navigation Options

### Alert/Help/Contact/Log Out panel

In the top right corner of the Report Navigation Menu, there is a four-function panel of buttons displayed (Figure 35). When you hover over each button, a tool tip will appear naming the function. Each function is described as follows:



Figure 35: Alert, Help, Contact, and Log Out panel

- A Alerts:** This button opens a pop-up window (Figure 36) displaying alerts (see Figure 31 for functionality).

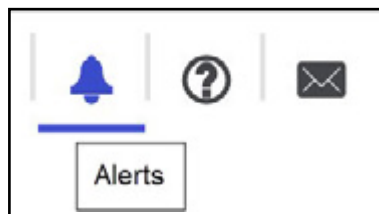


Figure 36: Alert button

- B Help:** Selecting this button opens a window (Figure 37) that provides links to helpful documents that explain in detail how to navigate the reports and, by assessment, how to interpret the data contained in them.

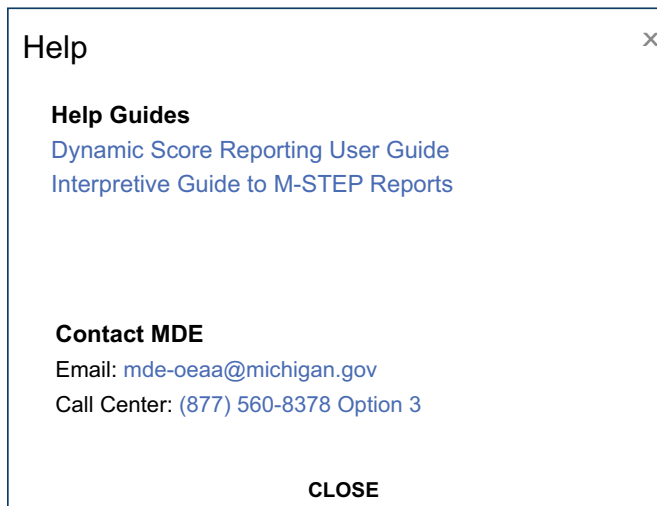


Figure 37: Help Pop-up

It also contains information on how to contact the OEAA Help Desk.

- C Contact Us:** This function also provides information for contacting the OEAA Help Desk (Figure 38).
- D Log Out:** Selecting this button logs the user out of the Dynamic Score Reporting System.

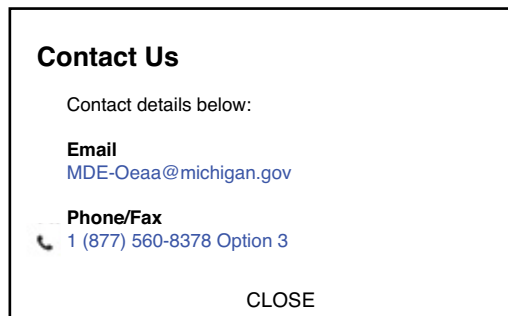


Figure 38: Contact Us

Go to Student Link

When student-level reports for the statewide summative assessments such as Individual Student Report, Student Overview Reports, Parent Report, and Student Growth and Proficiency Report have been generated, you can use the **Go to Student** (Figure 39) link to go directly to the selected student and view the displayed student results in the **Report Body**. This filter includes a Predictive Search feature, similar to the Student filter and Reporting Codes filter, shown in Figure 15 and Figure 16 respectively.

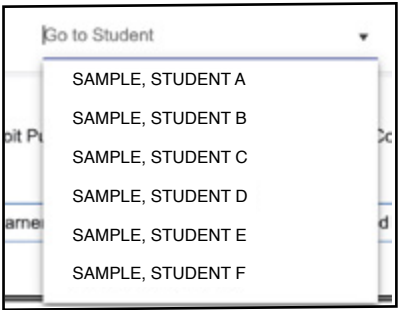


Figure 39: Go to Student

Display Number of Students Per Page

Some student-level reports contain additional functionality that allows you to access and to navigate the reports more easily.

In the all student level reports, you may choose the number of students per page to display (Figure 40). Note: Access to all reports for all students in your school or district is dependent on your user role. Not all users will have access to all students.

**Note:** As more students are added to the displayed page, system performance may be impacted. You may see a ‘spinning wheel’ icon as the report refreshes to return the desired student count.

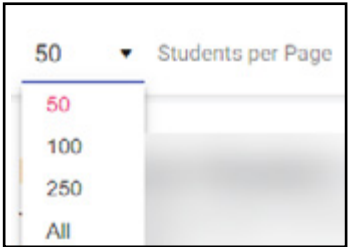


Figure 40: Display Number of Students per Page

Go to Next Page

The **Go to the Next Page** (Figure 41) function allows you to navigate to the next page, the previous page, the last page, an individual page, or, when a large number of reports are generated, pages beyond the sequence displayed as indicated by the three dots. Each page displays the number of students per page selected, as shown in Figure 25.

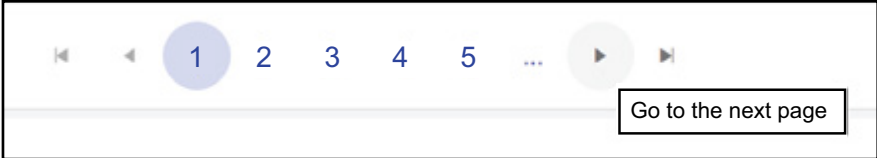


Figure 41: Go to the Next Page

# Report Components and Functionality

Michigan’s Dynamic Score Reporting Site presents data for a variety of reports, including individual student reports, student rosters, and aggregate-level reports such as school and district demographic reports. Depending on the report selected, you will encounter the following components in each report type (Figure 42). Each component in the DSRS has a different purpose and functionality. M-STEP, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, SAT with Essay, MI-Access, and Early Literacy and Mathematics Benchmark Assessment reports will display unique features associated with each of these assessments.

**Note:** The actual report may be different than what is shown in Figure 42.

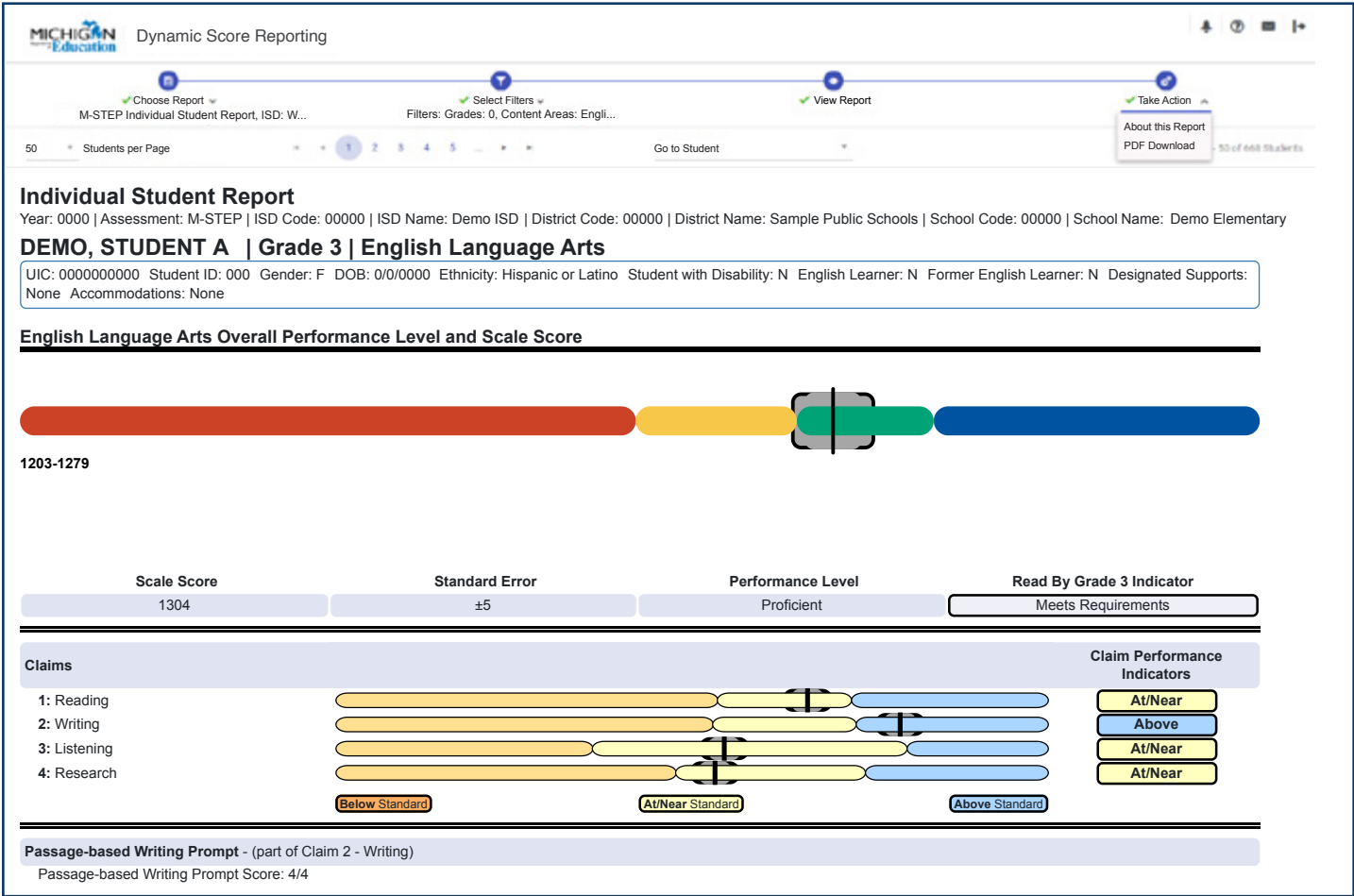


Figure 42: The Individual Student Report

Report Body

This is the main section of the report. The **Report Body** (Figure 43) contains the result of the user input from all filter tools. Depending on the report, the Report Body will contain different sections. In order to see all sections of the Report Body, you may have to scroll down using the scroll bar on the right side of the screen.

The Report Heading is displayed at the top of the Report Body. This heading is a static bar that provides the same information as the Search Results Heading, shown in Figure 40. Below the Report Heading is the Student Information Heading, which includes the student’s name, grade, content area, Unique Identification Code (UIC), District Student ID, Date of Birth (DOB), and other student information. This information is specific to each student and may vary.

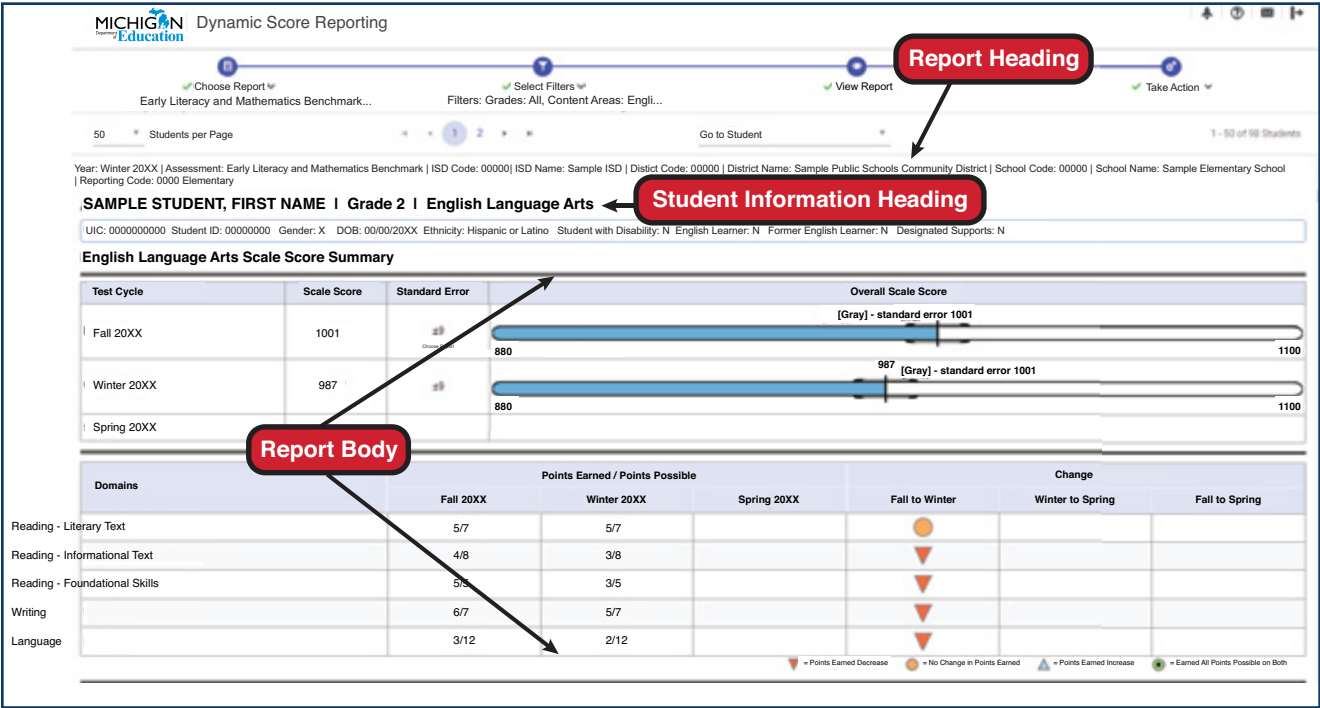


Figure 43: Report Body, Early Literacy and Mathematics Benchmark Assessment Individual Student Report

In some reports, such as the Student Roster report, data may be sorted. The **Sort Function** is available in data columns where the header at the top of the column is underlined and appears in bold blue. Hovering over the blue text in the header displays a tool tip, Click to Sort, that indicates that the column can be sorted (Figure 44).

This function is especially useful when sorting students by scale score, claim, or discipline performance in ascending or descending order.

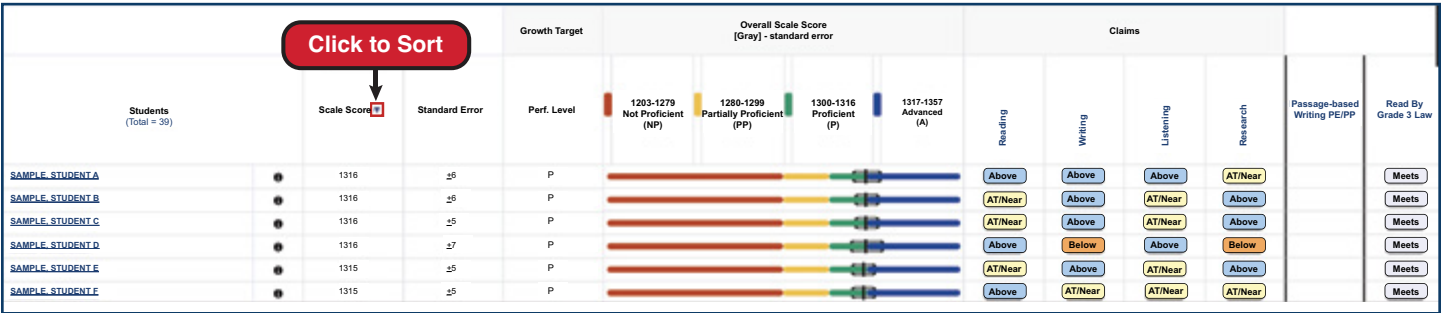


Figure 44: Select to Sort



In some reports, hovering over the **Student Information** ⓘ symbol next to a student’s name displays the student’s Unique Identification Code (UIC) and Date of Birth (DOB) (Figure 45). In the Early Literacy and Mathematics Benchmark Assessment report, you may see an ⓘ next to a student’s name. This indicates that the student’s test was invalid and the reason why the test was invalid. (Figure 46)

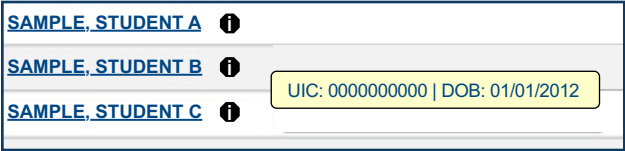


Figure 45: Student Information

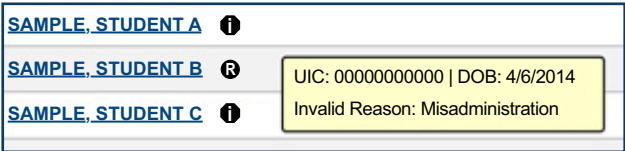


Figure 46: Invalid Reason

Some sections of the Report Body are dynamic and will allow the view to be customized (Figure 47). For example, in the **District Demographic Report**, you may expand and/or collapse this table as desired. In some aggregate reports, such as the M-STEP and MI-Access School and District Demographic report and the District Comprehensive report, you can view All Students/All Grades and all students in the selected grade, displayed in the stacked bar graph on the left side of the report. You can also select up to eight rows of comparison data in the table, which is also displayed on the left side of the report in a stacked bar graph with a different patterned graph color for each group.

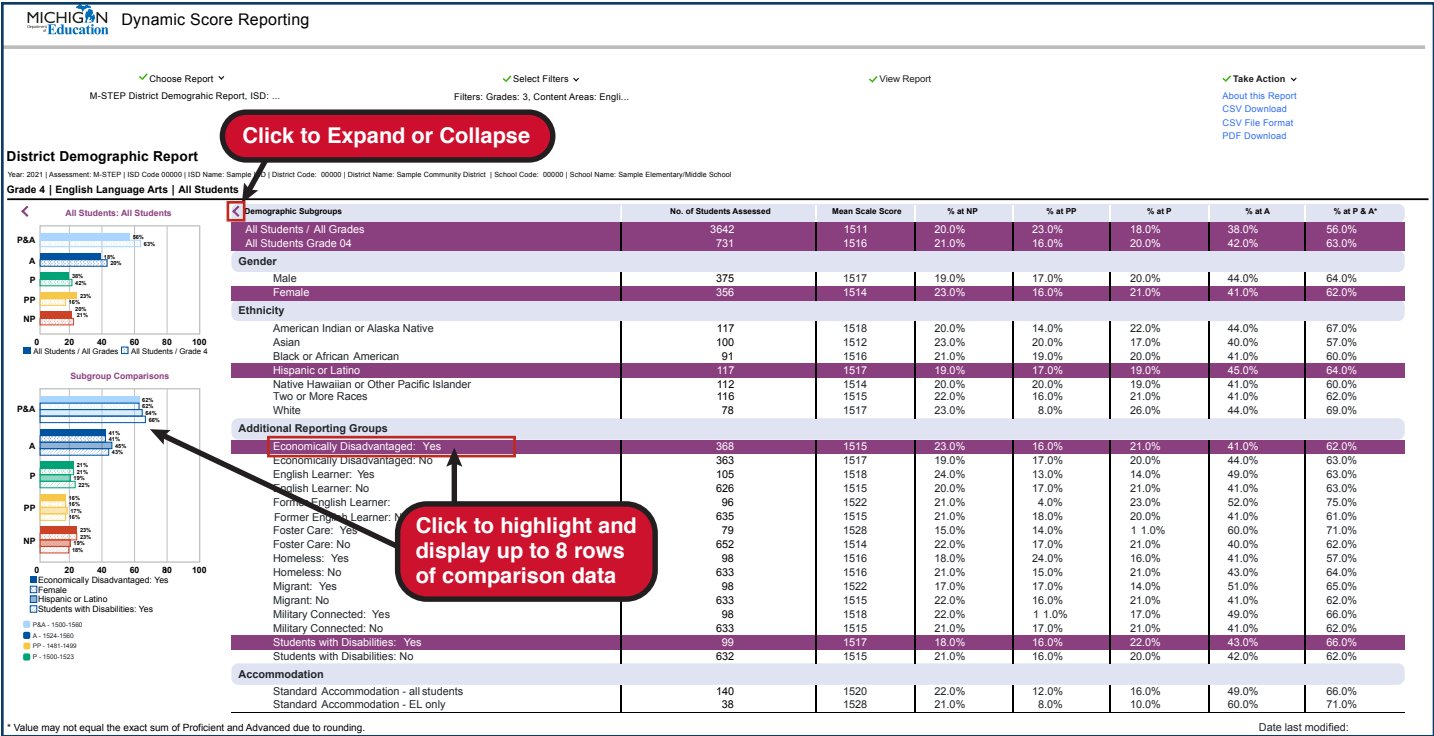


Figure 47: The District Demographic Report

## Drill-Down Feature

The Dynamic Score Reporting Site has a drill-down feature for reports.

This table shows the drill-down path for each assessment and report.

Assessment	Level	Drill-Down Path
M-STEP	District/School/Student	District Comprehensive Report > School Demographic Report > Student Roster Report > Individual Student Report > Student Growth and Proficiency Report
Mi-Access (FI only)	District/School/Student	District Comprehensive Report > School Demographic Report > Student Roster Report > Individual Student Report > Student Growth and Performance Report
MI-Access (SI and P)	School/Student	School Demographic Report>Student Roster Report>Individual Student Report
Early Literature and Mathematics Benchmark	School/Student	School Demographic Report > Student Roster Report > Individual Student Report
Early Literature and Mathematics Benchmark	School/Student	School Change Report >Domain Analysis Report > Individual Student Report
Early Literature and Mathematics Benchmark	Student	Domain Analysis Report > Individual Student Report
PSAT™ 8/9 for Grade 8	District/School/Student	District Comprehensive Report > School Demographic Report > Student Roster Report > Individual Student Report > Student Growth and Proficiency Report
PSAT™ 8/9 for Grade 9	Student	Student Roster Report > Individual Student Report
PSAT™ 10	Student	Student Roster Report > Individual Student Report
SAT® with Essay	District/School/Student	District Comprehensive Report > School Demographic Report > Student Roster Report > Individual Student Report > Student Growth and Proficiency Report

For example, in the School Demographic Report (Figure 54), the drill-down feature allows you to select the bold blue link in the Number of Students Assessed column to open a Student Roster Report and then an Individual Student Report.

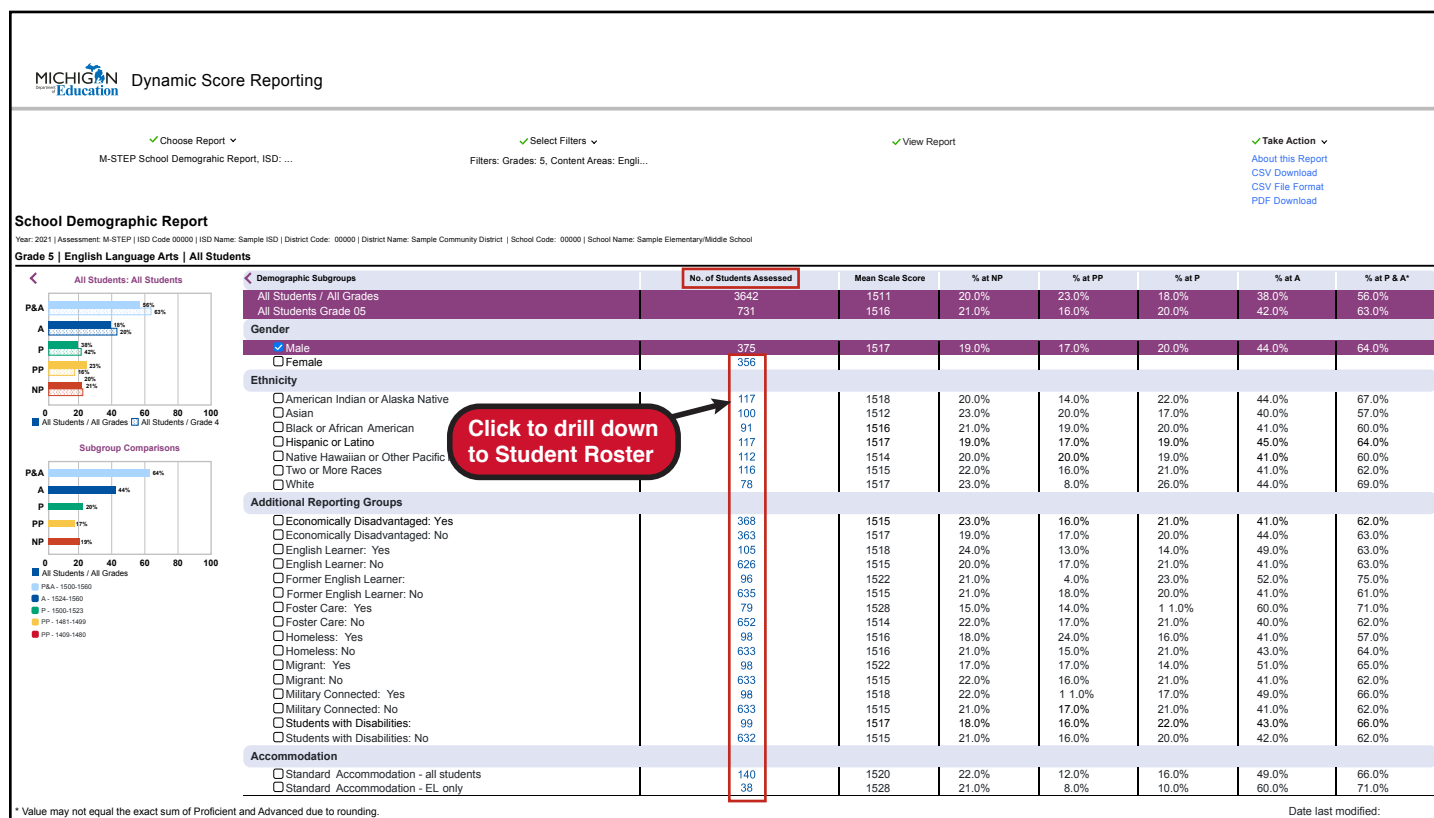


Figure 54: School Demographic Report

On the School Demographic Report, if the number of students assessed in any demographic subgroup is one or more, the number will display as a link. If the number of students assessed is zero, the number displayed is 0 and is not an active link.

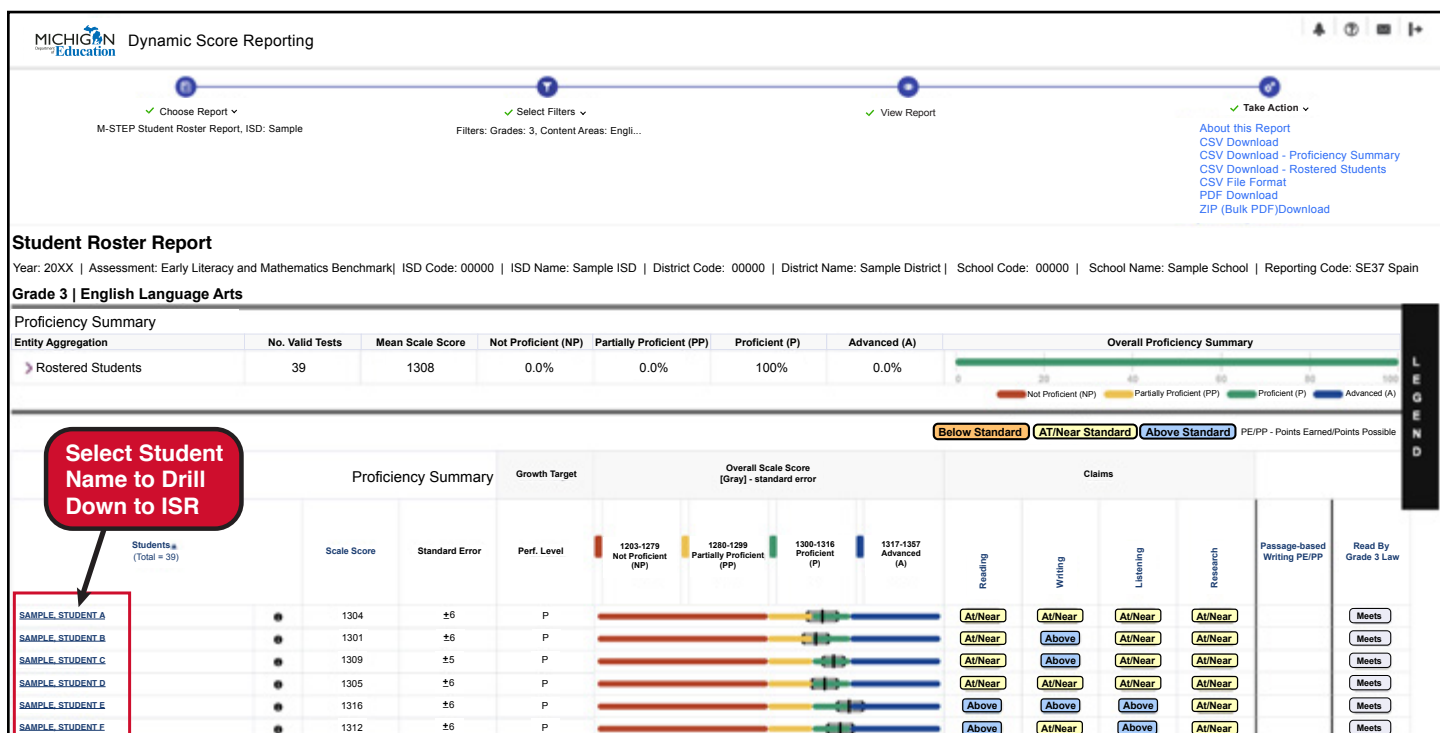


Figure 55: Student Roster Report

The Student Roster Report (Figure 55) includes a drill-down feature that allows you to select the student name on the Student Roster Report to open an Individual Student Report (Figure 56).

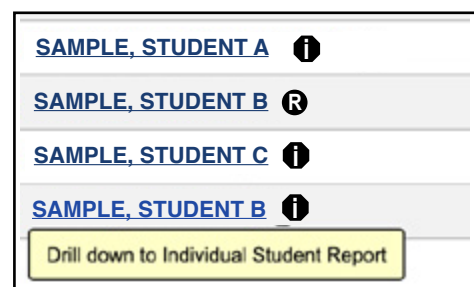


Figure 56: Drill-down to Individual Student Report link

After you have selected a student name to drill-down into the Individual Student Report and the Individual Student Report displays, a breadcrumb area appears above the Individual Student Report title that displays **Student Roster Report > Individual Student Report**. (Figure 57)

To return to the Student Roster Report, select **Student Roster Report**.



Figure 57: Drill-down breadcrumb

When you drill down into a report, the Select Filters option is not available. You can view the report and use its sorting functionality or drill-down further. However, to select new filter options, you must select the desired report from the Choose Report menu, select NEXT, (Figure 58) and then choose from the available filter options for that report. The drill-down feature is not available on all reports (see table on page 27).

The screenshot shows the 'Dynamic Score Reporting' interface. At the top, there are three main sections: 'Choose Report', 'Select Filters', and 'View Report'. The 'Choose Report' section is active, showing a list of reports under the 'Report' section. The 'Report' section is highlighted with a red box, and a red arrow points to the 'NEXT >>' button. A red box labeled '1. Choose Report' is also present. The 'Select Filters' section shows 'Filters: Student Population: All Students ...'. The 'View Report' section is labeled 'View Report'.

Figure 58: Choose New Report

For more information on how to drill-down on each report that features a drill-down function, please see the About This Report document available for each report, or the M-STEP/MI-Access Interpretive Guide to Reports, which will be available on each assessment's web page when final reports are released in the fall.

## Exiting the Dynamic Score Reporting Site


To exit out of the Dynamic Score Reporting Site, select the Log Out icon (  ) from the Alert/Help/Contact/Log Out panel (Figure 59) in the upper right-hand corner of the screen. Be sure to log out of your account which you are finished using the Secure Site.



Figure 59: Alert, Help, Contact, and Log Out panel

## Getting Assistance

If you require assistance while accessing and/or using the Dynamic Score Reporting Site, request help as follows:

- Call 877-560-8378 option 3
- Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)



Office of Educational Assessment and Accountability (OEAA)

Phone: 1-877-560-8378

Website: [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)